



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 15, no. 14

GP 3.16/3-2:15/14

November 15, 1994

LPS Now Provides Electronic Delivery of the List of Classes

Effective immediately, the Library Programs Service (LPS) announces the availability of the List of Classes of United States Government Publications Available for Selection by Depository Libraries (List of Classes) on the Federal Bulletin Board (FBB). The FBB version of the List of Classes is in ASCII "comma delimited" format and contains the item number, the SuDocs classification number, the title, and the format of the publication. ASCII "comma delimited" format allows file download and manipulation using a data processing software package.

LPS anticipates a monthly upload of the List of Classes. This will enable depositories to have the most current information on new classes, titles, and format available from the Depository Distribution Information System (DDIS). The current file size is approximately 857,000 bytes. Download time is approximately 20 minutes using a 9600 baud modem. To assist you in downloading the file, the following guidance is offered.

To access the FBB, dial: (202) 512-1387;

or telnet to the Internet address: <federal.bbs.gpo.gov 3001>.

From the FBB Main Menu, key in: <G> to access the Federal Depository Library files.

From the Federal Depository Library Program files, key in: <3> to access the List of Classes.

At that screen, enter: <D> to initiate the download.

At the prompt, enter: <classes.txt>.

At the next prompt, choose a download option and initiate the download.



Remarks by Wayne Kelley, Superintendent of Documents at the Telecommunications Policy Roundtable

Washington, DC

October 4, 1994

Good afternoon. I am pleased to be here today, to have the opportunity to share some thoughts with you, because I believe we have many interests in common.

Emily Littleton tells me this Policy Roundtable was formed in January 1993, some 15 months ago. That was not a moment too soon. The next few months will be a crucial period for Federal Government information policy.

For 200 years the cornerstone of national information policy in the United States has been the principle of universal access to Federal information.

Next year the Executive Branch and Congress will debate reinventing the process by which Americans get information about their government and its activities. They will decide how information will be disseminated, to whom and at what cost.

You and the organizations you represent should play a key role in that debate. Or perhaps there won't be much of a public debate. That would be too bad.

Because I feel there is the real possibility that after next year government information will be harder to locate. And cost more when you find it. And, particularly in electronic formats, it will be more difficult to use.

Consider for a moment how Americans learn what their government is doing. I would estimate that at least 80 percent of what the public knows comes from the news media. Perhaps another 15 percent comes from business or specialty publications which depend on official government information, and then add value or interpretation.

It is likely that less than 5 percent of what our citizens know comes directly from government documents.

Why should we care? The media, business and government all play important roles informing the public. But remember that the roles are very different.

The key elements of news are conflict or violence, timeliness, high impact on readers or listeners, proximity or closeness to home, and familiarity of names. One study a few years ago showed that in national news coverage out of Washington, as few as fifty names drew the bulk of coverage. Notice one thing is conspicuously absent from the elements of news. Significance.

The key requirements of business or specialty publications are a profit, a well defined audience and a sustainable competitive edge.

Only the government is committed to making available all the official source documents. Universal access to Federal information is a Government responsibility that should not be abandoned or privatized.

In the process of reinventing government, we must be careful not to undermine one of democracy's main safeguards--an informed electorate.

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So when we talk about guaranteeing access to government information, we should ask three basic questions. Who is going to do it? Why? And how?

This is not a partisan issue. Nor is it a budget issue. It is not a competitiveness or business issue. It is just as fundamental as the right to vote.

Sure, the current information dissemination system is 100 years old. So are the printing statutes which are badly in need of an update to keep up with information technology.

But, if we are going to reinvent the process, let's first take a look at the process we have.

Watch out for anyone who tells you the U.S. Government Printing Office is a monopoly. About 80 percent of all printing done through the GPO is procured from competitive, low-cost bids submitted by a list of some 10,000 private sector printers. Most of the remaining 20 percent is congressional printing serving the needs of Congress.

As for the Superintendent of Documents operation, it has been part of GPO since it was moved from the Interior Department by the Printing Act of 1895.

Our two main functions are sales of documents and distribution without charge to depository libraries, which in turn provide free access to the public. We are the government's largest distributor of information to the public. In fiscal year 1993 we collected and distributed 104 million copies of publications.

In 1993 we sold 27 million copies of documents and took in some \$80 million in revenues. The average book cost about \$8, including handling and postage. We keep an inventory of some 12,000 different titles.

We also distributed some 43 million copies of free or low-cost publications through programs such as our Consumer Information Distribution Center in Pueblo, Colorado.

By law, our revenues must recover the costs of our Document Sales Service. This year, 1994, will be the 13th straight year our sales program has been self-sustaining, operating at no cost to the taxpayer.

In 1993 we distributed 26 million publications to depository libraries at an average cost of less than \$1 each for printing and binding, acquisition, sorting and handling, mailing, and cataloging.

The Depository Library Program distributes Federal documents without charge to 1,400 public, academic, law and Federal libraries throughout the country. This program is supported by an appropriation which was \$25 million in fiscal year 1993.

In 1993 we distributed 26 million publications to depository libraries at an average cost of less than \$1 each for printing and binding, acquisition, sorting and handling, mailing, and cataloging.

To acquire the depository documents, GPO gathers initial print orders from some 135 agencies comprised of 4,500 printing entities. As each agency decides to print, our trained classifiers assign an "item number" to the publication. Then the appropriate number of copies are ordered according to the selections of the 1,400 depositories in our system.

Both the Document Sales Service and the Depository Library Program function effectively because we have prior notice of publication from agencies and can "ride" their orders at the incremental cost of printing additional copies. Otherwise, our costs and prices would more than double.

We are expanding our distribution of documents in electronic formats. In 1993 we sold 40,000 CD-ROMS, diskettes, mag tapes and electronic bulletin board files.

Also in 1993, we distributed free to depository libraries 167,000 copies of 292 different titles in electronic formats. In 1994, 307 titles, 202,000 copies.

This June we began distributing information online over the GPO Access system authorized by Public Law 103-40, passed in 1993.

The online system began by offering the official electronic versions of the Federal Register and Congressional Record, Congressional Record Index and Enrolled bills. Last week we added a database that contains all published versions of all bills introduced in the House and Senate.

The GPO Access system is available without charge to depository libraries for free use by the public and at low cost to anyone who wants to subscribe. We are connected to the Internet and accessible by telephone modems for those who lack Internet connections. Our depository appropriations will pay for the incremental cost of dissemination to library patrons.

Within a few days we will announce a plan to extend free online access to remote users 24 hours a day, seven days a week. The plan permits public access through participating depository libraries or their partners in state or local computer networks.

The libraries will offer gateways to our GPO Access online system to off site users. We are beginning with about a dozen libraries willing to serve as models to help us gather data on usage and the need for technical support. The program will be extended rapidly with a goal of local outlets in all states.

Anyone with a personal computer, a phone modem and telecommunications software will be able to connect to GPO through the depository gateways. Local libraries will help promote public awareness and provide some user assistance. Patrons can search the GPO Access databases as frequently as they like, without charge.

That is what GPO is doing. But many other Federal agencies distribute information free or sell it. The National Technical Information Service has had a mandate to gather and sell scientific, technical and engineering information. Commerce, Agriculture, the National Institutes of Health, the Patent Bureau and many others have sales and free distribution programs.

In reinventing information distribution, the White House proposes to give each agency responsibility for procuring its own printing. Each agency would also distribute its publications to depository libraries.

In reinventing information distribution, the White House proposes to give each agency responsibility for procuring its own printing. Each agency would also distribute its publications to depository libraries. Agencies would cover the depository costs by setting aside a percentage of their printing budgets. At present the Superintendent of Documents covers the costs if the agency comes through GPO for its printing. The General Services Administration would draft the plans for this reinvented depository library program.

The Office of Management and Budget, NTIS and GSA would be partners with the White House in creating what the National Performance Review describes as "one-stop shopping for the sale of Federal documents." The Superintendent of Documents operation would be transferred from the Legislative to the Executive Branch and merged with NTIS and GSA.

The White House and NTIS already have made a start in this direction with what NTIS describes as a "partnership." Under this arrangement NTIS has become the online source for what NTIS calls "salient White House information."

The National Performance Review also urges Federal agencies to regard their electronic data as valuable and to sell it at market prices to help defray the costs of agency operations.

Privatization is part of the NPR plan. Although the 23 U.S. Government bookstores operated throughout the country by the Superintendent of Documents produce a substantial net income to support the sales program, the NPR states that the feasibility of selling Federal documents in private bookstores should be examined.

I wonder how 123 agencies and 4,500 printing entities will relate to 1,400 different depository libraries, each selecting thousands of publications to serve their own community's needs.

Competition is part of the plan. Competition between Federal agencies. And competition between agencies and the private sector. Although it is not clear how government agencies in a political environment will compete against each other or the private sector on a level playing field. Or who pays the costs run up by the losers in the competition.

There is a lot of ground to cover. I wonder how 123 agencies and 4,500 printing entities will relate to 1,400 different depository libraries, each selecting thousands of publications to serve their own community's needs. Particularly when agency staff and printing budgets are being cut.

I wonder what will happen to access when Federal agencies link with private sector partners to enhance and sell the agency's electronic documents. I wonder how expensive it will be for each agency which chooses to create its own printing procurement system.

I wonder if Telecommunications Information Policy will be too significant and too dull for meaningful coverage by the media. I wonder if the reinvented system will preserve the principle of universal access to government information. I wonder what commitment and policies will be applied to this reinvented system by future occupants of the White House.

I hope you are wondering about all this too. Because it is likely that if you don't, nobody will.



Readers Exchange

McKinley Sielaff, Reference and Documents Librarian at the University of Wyoming Libraries in Laramie, sent the following list of government agency directories on microfiche, which other depositories may find of use in their collections.

Government Agency Directories on Microfiche

This is a list of telephone directories on microfiche from 1987 on, showing the latest date of the microfiche. It is possible that newer editions have arrived. The year appears after a slash or colon, i.e. :992 = 1992. If the slash is followed by a number, the number refers to the edition, i.e. :992/2 = 1992, no.2.

Agriculture Department

- | | |
|-------------------|---|
| A 1.38:1481 | Food and Agricultural Export Directory 1990 For firms engaged in exporting to foreign markets; federal and state listings. |
| A 1.76:305/992-93 | Directory of Professional Workers in State Agricultural Experiment Stations and Other Cooperating State Institutions Divided into subject and state areas, listing of individuals. |
| A 1.89:992 | Telephone Directory Organizations and individual listings. |
| A 1.89/3:OR 1 | Organizational Directory, North Central Forest Experiment Station [1992] Headquarters and individual indexes. |

Commerce Department

- | | |
|------------------|---|
| C 1.8/3:SE 4/990 | How to Sell to the U.S. Department of Commerce Source of selling information with addresses. |
| C 1.37:992 | Telephone Directory Organizations and individual listings. |
| C 1.37:992/SUP | Supplemental Telephone Directory |
| C 21.9/2:992 | Attorneys and Agents Registered to Practice Before the US Patent and Trademark Office 1992 In alphabetical order and by state. |

- C 47.20:992/93 Marketing U.S. Tourism Abroad... A Manual of International Cooperative Marketing Opportunities
Regional offices then lists by country.
- C 51.19:J 27/992 Directory of Japanese Technical Resources in U.S.
Lists over 250 information services.
- C 51.19/2:988-89 Directory of Federal State Business Assistance 1988-1989, A Guide for New & Growing Companies
Arranged by state and subject areas.
- C 61.8:C 86 Criminal Investigator's Guide to the Office of Export Enforcement [1987]
Charts include names and addresses.
- C 61.32:992 Directory of Employees and Services

Defense Department

- D 1.46/4:992 Directory of DCAA Offices
Headquarters, field and regional listing.
- D 5.111:987 Defense Communications System Global Automatic Voice Network Telephone Directory
Lists commands and agencies.
- D 301.35:90-8/987 Housing, Worldwide Billeting Reservation Telephone Directory, Air Force
Command addresses.
- D 301.104/2:988 Air Force Logistics Command, Hill Air Force Base Telephone Directory
Organizations served by the Hill AFB telephone switchboard - continental U.S.
- D 301.104/3:987 Air Force Systems Command, Los Angeles Air Force Station, Telephone Directory
Organizations served by the LA Air Force Station switchboard - continental U.S.

Energy Department

- E 1.12/3:991 National Telephone Directory
Offices, labs, and such for the U.S.
- E 2.12/2:992/2 Federal Energy Regulatory Commission
Lists organizations involved in energy matters.

E 3.33:991 Energy Information Directory 1991
Offices and trade associations involved in energy concerns.

Education Department

ED 1.24:991 Telephone Directory
Alphabetical, headquarters, regional listings.

ED 1.30/2:AS 7 Assistive Technology Information and Program Referral; a Directory
of Providers [1992]
Alphabetical, services and program indexes.

| | |
|-----------------|--|
| ED 1.111/4:989- | Directory of Postsecondary Institutions All schools in U.S. and its outlying areas. |
|-----------------|--|

Environmental Protection Agency

| | |
|---------------|---|
| EP 1.12:992/3 | <p>Headquarters Telephone Directory</p> <p>Listed by organization, alphabetical, subject, regional, e-mail, fax, agency, and hotline directories; plus general information section.</p> |
|---------------|---|

Federal Emergency Management Agency

FEM 1.14:991 Federal Emergency Management Agency Telephone Dir.
Organizations, regional, and alphabetical indexes.

General Services Administration

GS 1.31:992 GSA Subcontracting Directory
Listed by region.

GS 12.12/2:C 12 Federal Telephone Directory (California)[1988]
Shared phone system for California.

| | |
|----------------|--|
| GS 12.12/3:987 | IRMS Directory of Assistance, Information Resources Management Service Lists organizations. |
|----------------|--|

Health and Human Services Department

HE 1.28:992 Telephone Directory
Organization & alphabetical lists for the U.S.

HE 20.37:990 Health Information Resources in the Federal Govt.
Keyword, subject and organizations indexes.

- HE 20.3018:991 NIH Advisory Committee... Authority. Structure. Function. Members...
Covers the entire U.S.
- HE 20.3037:992 Insert Red Emergency Tab Here
Listed by organizations.
- HE 20.3037/4:988 General Clinical Research Centers
List of U.S. centers.
- HE 20.3037/6:992 Resources for Biomedical Research Technology
Organizations, geographic & name index; U.S.
- HE 20.3037/7:988 Minority Biomedical Research Support Program
Organization and geographic index for the U.S.
- HE 20.4037/2:989 Revised Directory of State Officials
Organization and geographic index for the U.S.

Housing and Urban Development Department

- HH 1.92:992 Telephone Directory
Organization, alphabetical, regional and general information sections.

Interior Department

- I 1.86:992 Telephone Directory
Quick reference, name, organization and office index listings.
- I 19.84:C 33/988 Geological Survey Central Region Telephone Directory
Denver Center and field offices (13 states) and yellow pages.
- I 19.84:N 21/2 USGS 1990 National Telephone Directory
Name, geographic and organization lists.
- I 19.118:990 Water Data Coordination Directory
Subcommittees and individuals listed.
- I 27.77:H 99 Hydropower Telephone Directory [1990]
Regional offices, mailing address and a frequently called numbers list.

Information Agency

- IA 1.26:989 Telephone Directory
Lists both the bureaus in the U.S. and foreign service posts.

Justice Department

- J 1.89:991/2 Dept. of Justice Telephone Directory Memorandum
 Alphabetical listing, field offices, etc.
- J 29.8/2:990 1990 Directory of Automated Criminal Justice Information
 Systems...Corrections, vol.1-4
 Agencies and systems lists.

Administration Office of the U.S. Courts

- JU 10.15:989 Directory of US Probation & Pretrial Services Officers
 Programs, branches, regions listed.

Labor Department

- L 1.67:992 Telephone Directory
 Supporting services, name and organization lists.
- L 36.15:990 ESA Directory of Offices
 National and regional offices listed.
- L 38.2:T 23/988 Employee Telephone Directory
 Offices and districts listed.

NASA

- NAS 1.12/7:991 Telephone Directory
 General and mailing information, emergency and organization
 indexes.
- NAS 1.24:993-2 Headquarters Directory
 Name list for national and foreign sites.

National Credit Union

- NCU 1.16:993 1993 Directory of Federally Insured Credit Unions
 Alphabetical by state.

Personnel Management Office

- PM 1.31:993-2 Telephone Directory
 Emergency and general information, regional listing.

State Department

- S 1.8:993/3 Diplomatic List
 Arranged by country.

- S 1.21:993/3 DS Telephone Directory
 Organization, name, field office and regional divisions overseas.
- S 1.69/2:993/2 Foreign Consular Offices in the U.S.
 Listed by country.

Small Business Administration

- SBA 1.2:F 51/2 Compendium of 8(A) Manufacturing Firms within 2 years of
 Graduating from the 8(A) Program [1988]
 Listed by company name.
- SBA 1.13/4:C 33 Directory of Certified Development Companies
 /992-2 Divided into region then listed alphabetically.
- SBA 1.13/4:M 66 Minority Trade Fair Directory [1992]
 Listed by exhibitors, also by region and state.
- SBA 1.13/4:OP 2 Directory of Operating Small Business Investment Companies
 /993 Listed by region then alphabetically.
- SBA 1.13/5:991 Small Business Administration Telephone Directory
 Emergency numbers, central offices by organization and
 alphabetically.

Securities and Exchange Commission

- SE 1.27:992 Directory of Companies Required to File Annual Reports with the
 Securities & Exchange Commission
 List by companies and by industry group.

Treasury Department

- T 1.28:991 Telephone Directory
 Frequently called numbers, department offices by individual's
 name.
- T 22.2/15:6855 Computer Services Telephone Directory [1988]
 Offices and divisions numbers.
- T 22.2/15:7169 National Computer Center Telephone Directory[1988]
 Organizational, employee and general information listings.
- T 22.48:990 IRS National Office Organizational Telephone Dir.
 Organizations and general information including frequently called
 numbers.

- T 22.48/5:992/1 Telephone Users Guide, Ogden Service Center
Emergency numbers, and listings by organization, alphabetical order and special categories.
- T 22.54:EM 7/987 EP/EO Office Directory Internal Revenue Service
Key officials and regional listings.
- T 22.54:T 22/987 Technical's Code and Subject Directory Internal Revenue Service
Individual and corporation tax divisions.
- T 63.202/10/987 Telephone Directory
Organizations and office listings.

Transportation Department

- TD 1.9:993 Telephone Directory
Emergency numbers, and alphabetical and classified directories.
- TD 1.9/4:SU 1 Small Business Subcontracting Directory [1988]
Directory of prime contractors.
- TD 4.52:992 FAA Organizational Directory
National and regional offices.
- TD 5.55:987/2 Coast Guard Telephone Directory
Services directory and listing of offices.

Veterans Affairs Department

- VA 1.60:992 Telephone Directory
Emergency numbers, general information numbers, organization, and function directories.

Congress

- Y 1.2/7:992 Telephone Directory, House of Representatives
Emergency and selected numbers, staff, representatives, and committee numbers.
- Y 1.3:S.PUB.102-21 Telephone Directory, Senate 1992 (S.PUB.Congress-#)
List of senators and their staff, some House of Representatives information.
- Y 3.N 88:10/327 Owners of Nuclear Power Plants, NUREG-0327, Nuclear Regulatory Commission
Listing of nuclear power plants.

- Y 3.N 88:14/922-Z NRC Telephone Directory Communications Information,
Nuclear Regulatory Commission
Emergency and special service numbers, variety of listings
including organizational one.
- Y 3.N 88:52/W 58 NRC Telephone Directory One: White Flint North, Interim WITS
Telephone Directory, Nuclear Regulatory Commission [1991]
Commissioners' offices and other various related offices.
- Y 3.P 38/2:9/987 Telephone Directory, Pension Benefit Guaranty Corp.
Organizational list and alphabetical directory.
- Y 3.SE 4:26/991 Telephone Directory Selective Service System
Alphabetical, organizational and regional listings.

7/94

McKinley Sielaff
Reference and Documents Librarian
University of Wyoming



Cataloging Branch Profiles: **Godbole, Levinson, Luoma, Mehta, Moorhouse, Morey**

Seema Godbole joined GPO as a monographs cataloger in 1986. Before joining GPO she had experience in cataloging monographs and serials at the Smithsonian Institution, the Environmental Protection Agency, and Gallaudet University. She also worked in the reference area and the Conservation Restoration area of the Veterans Administration and the Catholic University of America, respectively.

She earned her Master of Science degree in library science, specializing in cataloging and reference, from Florida State University in 1978, and subsequently completed advanced courses in library science from the Catholic University of America and the University of Maryland.

Mrs. Godbole received a master's degree (M.A.) in history and politics from the University of Poona, India, in 1973. While in India she worked first as a high school teacher and then as a curator in the university's history museum.

Her specialties at GPO are descriptive and subject cataloging of monographs, including Congressional publications, audiovisual materials, CD-ROMS, and other materials.

Michael Levinson received his Masters in Library Science from the University of Maryland in 1991 to pursue a second career as a librarian. His new career began at the National Library of Medicine on assignment for contractor Atlis Systems, Inc. At NLM he was project leader with responsibility for preparing deteriorating medical books and journals for preservation microfilming. In 1993 Mike joined GPO as a serials cataloger. He maintains serials bibliographic records in the OCLC data base and produces records for the Monthly Catalog and the Periodicals Supplement.

Mike's prior career spanned nearly thirty years in the private sector (manufacturing). It included positions as manager and director in management information systems for General Electric Company and Micros Systems, Inc. He has a Bachelor of Science in Industrial Engineering from the University of Florida and a Master's in Business Administration from the University of Maryland.

Bob Luoma joined the Library Programs Service in 1990 as a monograph cataloger. His specialty is cataloging Congressional and CD-ROM publications. He is the technical support person for his cataloging section and trouble-shoots when OCLC problems arise. He trained branch staff for PRISM use.

Bob graduated from Florida State University with a Bachelor of Arts degree in English and a Master of Library Science degree. He was a cataloger in his alma mater's library for eight years.

Sumati Mehta received a B.A. in Language and Philosophy from Bombay University in Bombay, India, and an M.L.S. from North Carolina Central University. She worked as a reference librarian at Winston-Salem State University, and then as branch librarian at the

Music Library at Kentucky State University. She then moved to Howard University in Washington, D.C., where she was a monographs cataloger. She transferred to GPO in 1989.

At GPO, she catalogs serials in paper and microfiche formats. Another major duty is establishing new series for the automated series authority file, in cooperation with the Library of Congress. She provides ongoing series authority file maintenance, updating and deleting records as needed. She also serves as GPO's serial records liaison with OCLC, transmitting data necessary for file maintenance.

Vi Moorhouse is senior map cataloger at GPO. She catalogs Federal maps of all types; map serials, maps on microfiche and on CD-ROM. She also catalogs monographs and serials.

Vi came to GPO after cataloging international documents at the New York Public Library, Reference Collection. She has worked in every type of library: public, university, school, special, etc.

She earned her BA in English/Comparative literature in California and her Master's in Library Science at the University of California, Berkeley, while on a fellowship. She has also done graduate work in Far Eastern Regional Studies, with emphasis on China, where she was born and raised. She continues academic work in cartography and computer science.

Vi has been a member of all the national library associations and roundtables that deal with documents and maps and she attends depository and map council meetings to obtain valued input from the field.

Diane L. (Lee) Morey received her B.A. in English from the University of Maryland, Baltimore County, in 1984. She earned her M.L.S. at the University of Maryland, College Park, in 1990. She worked as a library assistant at these two campuses until 1990, when she came to GPO as a serials cataloger. She handles serials in paper, microfiche, and automated formats. She also ably represents GPO as the CONSER operations liaison.



Library Programs Service Fiscal Year 1994 Report

Mission

As authorized by Title 44, United States Code, the Library Programs Service (LPS) administers the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C&IP), and manages the distribution component of the International Exchange System (IES) Program for the Library of Congress. These programs are accomplished through the six basic functions of LPS: the acquisition, classification, format conversion, distribution, and bibliographic control of publications; and the inspection of depository libraries.

Summary

The Federal publishing environment is in a period of transition from centralized printing to decentralized printing and online dissemination. One consequence of this transition is that many information products, whether printed or online, are not being directed to GPO. A significant portion of LPS' activities in FY 1994 involved attempts to anticipate, understand, and manage this transition, to the end that Federal information continues to be available to the public through the FDLP. However, these transitional elements must be balanced against LPS' ongoing efforts to maintain and even improve its traditional services to depository libraries.

Other fiscal year (FY) 1994 highlights included:

- enhanced communication with depositories via Internet;
- implementation and subsequent expansion of the depositories' use of the online system of access authorized by the Government Printing Office Electronic Information Access Enhancement Act of 1993;
- virtually complete distribution of microfiche directly from the full-service contractors to the depository libraries;
- attempts to develop an agreement with the National Technical Information Service (NTIS) to improve the delivery of government scientific, technical, and engineering information to depository libraries;
- significant reductions in the number of publications available for distribution to depositories, particularly in paper format;
- a minor decline in the overall number of depositories, for the second consecutive year; and
- obtaining a significant increase in program funding for FY 1995.

Management Initiatives

LPS' management objectives for FY 1994 included:

- Improving the timeliness of LPS' distribution, claims, and cataloging services;
- Improving LPS' responsiveness to inquiries and other communications from depository librarians, especially through the use of Internet e-mail;
- Fully implementing the Acquisition, Classification, and Shipment Information System (ACSYS), and using the system to improve quality and control over LPS processes;
- Moving the FDLP forward in the area of electronic information dissemination.

Financial Situation

The reductions in the number of publications distributed, decreased staffing levels, and the effect of a variety of management initiatives allowed LPS to remain within budget for FY 1994. These savings were generally offset by the new demands on the S&E Appropriation resulting from increased electronic dissemination, and by the amortized costs of the software development for the ACSIS system.

This year LPS' ongoing efforts to obtain an appropriation increase were successful. Congress authorized an FY 1995 appropriation of \$32.207 million, an increase of nearly 11% over the \$29.082 million appropriations for FY 1993 and 1994. This increase should allow LPS to continue the range of publication and format choices which have been available to the depositories, while underwriting a significant expansion of depository libraries' use of the GPO Access online services.

Distribution to Libraries

LPS' Depository Distribution Division (DDD) is responsible for the receipt, shipment preparation, and physical distribution of the publications which LPS ships to the depository libraries.

LPS' distribution by format was:

| Titles | FY1993 | FY1994 | Percent Change |
|-------------------------|---------------|---------------|-----------------------|
| Paper | 20,755 | 15,267 | (26.4%) |
| Electronic | 292 | 306 | 4.9% |
| Microfiche - LPS | 21,862 | 672 | (96.9%) |
| Microfiche - Contractor | 11,682 | 28,398 | 143.2% |
| TOTAL | 54,591 | 44,643 | (18.2%) |

| Copies | FY1993 | FY1994 | Percent Change |
|-------------------------|-------------------|-------------------|----------------|
| Paper | 9,660,636 | 7,114,769 | (26.4%) |
| Electronic | 166,517 | 201,801 | 21.2% |
| Microfiche - LPS | 8,911,561 | 273,088 | (96.9%) |
| Microfiche - Contractor | 3,729,341 | 9,466,973 | 153.9% |
| TOTAL | 22,468,055 | 17,056,631 | (24.1%) |

In FY 1994 the Depository Distribution Division distributed approximately 7.6 million copies of 16,245 titles in paper, electronic and microfiche format, making FY 1994 the second consecutive year in which there was a significant decrease in the number of titles distributed to depository libraries. This decrease is attributable to the recent decline in the number of titles produced in paper by the various government agencies, and to the efforts made by GPO and the agencies to develop and use new electronic technologies for the dissemination of government information.

While in-house distribution to depository libraries continued to decline, the number of publications distributed to depository libraries under interagency agreements established with the United States Geological Survey (USGS) and the Department of Energy (DOE) remained constant. Approximately 500,000 USGS maps, 2.1 million DOE microfiche, and 63,056 Defense Mapping Agency maps were distributed to depository libraries.

...LPS recently received approval from the Joint Committee on Printing (JCP) to purchase a fully automated mailing system.

LPS continued in its effort to provide quality delivery service at less cost. Nearly all depository shipments are now delivered by commercial carriers. The Roadway Package Service (RPS) delivers to nearly all of the domestic libraries, and Federal Express is now used for delivery to libraries located in Guam, Hawaii, Puerto Rico, and other outlying areas. RPS service has also been incorporated into our contractor operations and into the operations of other Federal agencies which distribute to depository libraries under interagency agreements with GPO. Based on average shipment costs of \$3.42 per 16-pound carton via RPS compared with \$6.13 via the U.S. Postal Service, LPS estimates that RPS use has saved approximately \$900,000 in FY 1994.

In addition, LPS recently received approval from the Joint Committee on Printing (JCP) to purchase a fully automated mailing system. The new system, which automatically scans, weighs, and rates each package being shipped to the libraries, will reduce LPS personnel requirements by 2 FTE's and save an estimated \$50,000 per year in labor costs.

Finally, in order to increase the reliability of the Lighted Bin System, LPS is in the process of purchasing 11 PCs and new custom software to replace the Texas Instruments video display terminals that have been used with each zone of the Lighted Bin System (LBS)

since 1985. In the LBS application the PCs will emulate Texas Instruments Model 931 terminals, which are no longer produced.

Depository Services Staff

The Depository Services Staff (DSS) investigates conditions in depository libraries, oversees their designation and termination, and issues a biennial survey. The focus of DSS is on the functioning of the individual libraries and their relationship to each other and to GPO. Additional DSS responsibilities include publications of the Federal Depository Library Program (FDLP), continuing education efforts for documents librarians, and liaison activities.

Through September 30, 1994, 207 depository libraries were inspected. This represents a 18% decline over the 254 inspected in FY 1993, due to the reassignment of two depository inspectors to other positions in LPS. We are in the process of recruiting to fill the two vacant inspector positions. At the current rate of inspections, only 14.95% of all the depositories were inspected in FY 1994, and the average period of time between inspections at a given library increased to 6.69 years. Twelve libraries were placed on probation as a result of deficiencies discovered during inspections, while eleven were removed from probationary status based on improvements in compliance which were observed during the re-inspection.

In August 1994, DSS submitted a draft Self-Study for review and comment to 16 depository librarians whose operations had recently been or would soon be inspected.

In August 1994, DSS submitted a draft Self-Study for review and comment to 16 depository librarians whose operations had recently been or would soon be inspected. This draft was also discussed at a focus group of Michigan GODORT members on September 23. This proposal is intended to focus the librarians' attention on their operations and GPO requirements before a confirmation inspection is conducted. It will permit a more comprehensive long-term evaluation in conjunction with a one-day audit.

Three libraries were designated depositories in FY 1994, while thirteen libraries relinquished their depository status. Through August 31, there were 1,389 libraries in the FDLP, a reduction of ten from one year earlier.

DSS attempts to meet the documents community's demand for training within the limits of its staffing resources by meeting with groups, facilitating presentations from agencies, etc.

On October 19, 1993, Sheila McGarr discussed "Prospects of Map Libraries in the Future." This presentation was part of a joint conference sponsored by the Congress of Cartographic Information Specialists Association and the Geography and Map Division of the Library of Congress.

On October 20, Sheila McGarr spoke on the status of maps in various formats in the Federal Depository Library Program before the annual meeting of the Cartographic Users Advisory Council.

During November 1-2, Sheila McGarr attended the Fall 1993 meeting of the Depository Library Council in Chicago, IL and delivered both the Depository Administration Branch and DSS updates.

Sheila McGarr and Jack Sulzer, Vice-Chair of the Depository Library Council to the Public Printer, spoke about the Federal Depository Library Program and the acquisition of government publications in all formats before the Regional Printing Procurement Managers Conference in Chicago on November 2.

In Green Bay on November 3, Sheila McGarr spoke on the topic "Switching Gears at GPO: New Challenges in the Dynamic Information Environment" before the Wisconsin Library Association.

In New York City on December 1, Sheila McGarr spoke about the "Responsibilities of Depository Libraries" before library administrators at the Metro GODIG (Government Documents Interest Group).

Sheila McGarr attended the American Library Association meeting in Los Angeles and visited the Los Angeles bookstore during February 5-8 in conjunction with library inspections.

The 3rd annual Federal Depository Conference, held from April 20-22, was attended by over 450 depository librarians from all over the nation. GPO speakers included the Public Printer, Superintendent of Documents, and the Director, Library Programs Service.

This conference was a departure from the previous two as the depository community planned and conducted the programs and DSS staff gave logistical support. The attendees chose from simultaneous sessions rather than plenary sessions. The plenary "Open Forum" and small breakout "Information Exchange" sessions were well received, and afforded attendees the opportunity to put operational questions to the responsible LPS managers.

On April 23, the annual Regional Librarians Seminar took place with over 150 librarians listening to presentations on unique problems of regional service and contributing ideas for the potential restructuring of regionals.

"LPS on the Internet" was Sheila McGarr's topic at the Spring 1994 meeting of the Depository Library Council in Washington from April 25-27.

DSS also coordinated the 7th Annual Interagency Depository Seminar held from May 18-25, 1994. This seminar was presented by GPO, Library of Congress, Patent & Trademark Office, Copyright Office, Office of the Federal Register, Environmental Protection Agency, Bureau of the Census, and Bureau of Labor Statistics. Sixty-five librarians attended this very popular seminar, which is designed to enhance the knowledge and skills of new depository librarians to better serve the public.

In conjunction with inspections, Greta Boeringer spoke about LPS operations before documents staff from Minnesota and South Dakota in early June in Minneapolis.

In Seattle, on July 10 at the American Association of Law Libraries Government Information Interest Section and on July 11 at the Washington State GODORT meeting, Sheila McGarr spoke on the topic "Snapshots from the Federal Depository Library Program." She was also in the area conducting inspections.

"Whither Goest Inspections" was the topic for Sheila McGarr's presentation at the Michigan GODORT meeting in Albion on September 23. Documents librarians whose operations were recently inspected acted as a focus group for proposed changes in the inspection process.

DSS gave a number of tours of LPS to various library groups including the Library of Congress interns and foreign librarians sponsored by the Agency for International Development and the U.S. Information Agency.

The 1993 Biennial Survey of Depository Libraries was due on November 11, 1993. The scannable survey response form contained questions extensively revised from the 1991 version. A parallel test of 200 libraries was conducted to determine if future survey data may be collected and compiled by using the Teleform fax software. An overview of the survey results was announced at the American Library Association meeting in Los Angeles in February.

The revised Federal Depository Library Manual, another partnership effort with the depository community, was completed in November 1993 and distributed to all depositories in December. It was also available in automated format on the Federal Bulletin Board.

The first issue of the new Technical Supplement to Administrative Notes was dated January 31, 1994. The technical material contained in it was split off from regular issues of Administrative Notes to enable documents librarians to route the information more efficiently in their libraries. Both Administrative Notes and the Administrative Notes Technical Supplement continued to be posted on the listserv GOVDOC-L available on Internet.

In February, DSS initiated the purchase order for one-year subscriptions to Digital Express, a commercial Internet service provider. Beginning in late March, libraries could communicate with key LPS supervisors via Internet e-mail. In addition, LPS began participating in the GOVDOC-L listserv, by both monitoring and responding to messages and inquiries, and by using GOVDOC-L to rapidly disseminate our information to the library community.

DSS staff were extensively involved with supplying the Joint Committee on Printing with data for the new edition of the Joint Committee Print entitled A Directory of U.S. Government Depository Libraries. The printed directory became available in August 1994. The automated data became available for download on the Federal Bulletin Board in May 1994 and was updated quarterly. From May 15 through September 30, the data was downloaded 264 times.

In late July, the "Electronic Capabilities Survey" was mailed to all depository libraries. Data from the two page answer sheet, due on August 31, was compiled using the Teleform fax software. The results will be used to develop updated "Recommended Minimum Technical Guidelines" for work station configuration and will be provided to agency publishers. A summary of the results will be presented to the Depository Library Council at its Fall 1994 meeting.

The proceedings of the 3rd annual Federal Depository Conference were distributed to all depository libraries in September, 1994. This separate publication was a change from the two previous years when the conference speeches were printed in successive issues of Administrative Notes.

In September, DSS distributed a supplement to the Federal Depository Library Manual to all depository libraries. The topic, "Collection Development Guidelines for Selective Federal Depository Libraries," was a product of a practicum by Lisa Rosenblatt, a graduate student in Library Science at the Catholic University of America from May 16 - June 6, 1994.

Cataloging Branch

Bibliographic control of all unrestricted Government publications is the responsibility of the Cataloging Branch (CB), which is also charged with the preparation of the Monthly Catalog of U.S. Government Publications (MOCAT). During this fiscal year, a total of 33,577 items were cataloged, leaving a backlog of titles awaiting cataloging of 5,073. This continues the trend of eliminating the cataloging backlog, from its historic high water mark of 19,663 titles at the beginning of FY 1993, and 11,002 titles at the beginning of 1994.

Our proposal for adapting National Aeronautics and Space Administration (NASA) Recon subject headings for NASA technical reports was unanimously approved by members of the ALA GODORT Cataloging Committee.

A review of our cataloging by OCLC staff demonstrates the quality of our cataloging records. This review indicates that the error rate associated with the application of various headings used in GPO cataloging is much less than the average error rate for most institutions. The following results were communicated to us in a letter from OCLC:

| Heading Type: | OLUC (Online Union Catalog) | GPO |
|------------------|--------------------------------|-------|
| Personal names | 17.0% | 9.3% |
| Corporate names | 30.0% | 2.4% |
| Series | 50.0% | 19.8% |
| Subject Headings | 11.0% | 6.7% |

Our proposal for adapting National Aeronautics and Space Administration (NASA) Recon subject headings for NASA technical reports was unanimously approved by members of the ALA GODORT Cataloging Committee. This approval marks a significant departure from

established cataloging practice and illustrates the willingness of an ALA cataloging committee to approve expedient measures to decrease cataloging time for NASA materials by accepting the substitution of NASA Recon terms already assigned by NASA indexers in preference to our application of Library of Congress Subject Headings (LCSH). When implemented, application of NASA Recon terms should have a significant impact on the reduction of the cataloging backlog of approximately 6,000 titles, more than 65% of which are NASA technical reports.

LPS has initiated efforts to determine the feasibility and costs/benefits of publishing Monthly Catalog records in CD-ROM format.

As of September 15, 1994, we are poised to officially distribute the final draft of the Cooperative Cataloging Survey to the National Libraries and several Federal agencies. Data compiled from the survey recipients should provide baseline data with regard to agency cataloging of U.S. Government information and may provide information that could be used to initiate cooperative cataloging discussions among Federal agencies.

The retirement of a PG-12 Administrative Librarian and a PG-6 editorial assistant provided opportunities to reduce costs by abolishing their positions. In addition to abolishing these positions, we also abolished the Editorial Section and transferred the remaining two section personnel to Cataloging Section 2. Duties of the Administrative Librarian were assumed by the Chief, Cataloging Section 2. The transfer of one cataloger from the Cataloging Branch to the Depository Inspection Team reduced the number of catalogers from 19 to 18. This, and the retirement of two personnel (in the Editorial Section) reduced personnel from 28 people to 25 people (one of whom is intermittent).

The Cataloging Branch also managed two service contracts which resulted in the transfer of the paper and microfiche copies in the LPS working collection to the Washington National Records Center of the National Archives and Records Administration (NARA). The paper portion of the collection included those titles listed in the 1989-1992 issues of the Monthly Catalog, while the microfiche collection contained diazo microfiche titles dating from 1985, and silver master microfiche from dating from 1977. The transfer of the microfiche was especially significant, as this was the first time that a transfer of the silver masters had been accomplished. NARA officials have identified several issues relating to the microfiche collection which will be incorporated into future contracts.

The Item Selection Process Work Group, chaired by the Chief, Cataloging Branch, completed its work and submitted its study to members of the Depository Library Council. The Depository Library Council approved the study and its recommendations. The primary recommendation was to work towards creating a one-to-one correspondence between nearly all SuDocs class numbers and item numbers. The study was provided to the Chief, Depository Administration Branch, for implementation. Some reduction in printing and binding costs should occur as depository librarians refine their selections more precisely than had been possible when multiple class numbers were grouped under one item number.

LPS has initiated efforts to determine the feasibility and costs/benefits of publishing Monthly Catalog records in CD-ROM format. We are also considering substantial

modifications to the contents and size of MOCAT records in paper and microfiche editions of MOCAT and in modifying the indices and organization of these editions.

We have obtained the opinion of the GPO General Counsel with regard to several questions associated with these initiatives. The General Counsel's opinion provides a legal framework within which publication of a CD-ROM version of the Monthly Catalog and significantly modified paper and microfiche editions may proceed. Our work has included consultation with members of the Depository Library Council, the depository community, and a professional member of the Joint Committee on Printing with regard to broadly defining the attributes of such products. Internally, we have begun to consult with personnel of the Office of Information Resource Management and the Office of Electronic Information Dissemination Services (OEIDS) to obtain technical information and advice of value in developing costs/benefits analysis.

To support implementation of GPO Access legislation, we have consulted with GPO Production personnel, personnel of the Office of Information Resource Management and the Deputy Director, OEIDS, to work towards daily publication of cumulative MOCAT data via the GPO Locator. Although one six-month load of records has occurred, we have not yet established procedures to assure that we have the ability to load MOCAT records produced daily into the GPO Locator on a daily basis. Additional information regarding mainframe systems support, telecommunications, and locator applications must be obtained to assure that internal procedures will be established to support functional requirements.

Depository Administration Branch

The Depository Administration Branch (DAB) is responsible for acquiring, classifying, processing, and converting to microfiche as appropriate, Government publications for the Depository Library Program and the International Exchange Programs as required under Title 44 U.S.C.

The DAB Chief position was filled in April, 1994 when Robin Haun-Mohamed was placed in the position. Supervisors of the Acquisitions and Inquiry Group, Micrographics Control Section, and the Shipment Control and Administration Group continue to serve in their positions. Michael Clark also joined DAB in April to assist with overall operations. He has concentrated on fugitive publications and library inquiries while Laurie Beyer Hall, Chief of the Shipment Control and Administration Group, was on maternity leave from April through the second week of September. Rick Davis, a management analyst on rotation through LPS, also provided assistance on several special projects during his tour from May through July.

Overall, the number of publications coming through the program has seen a significant decline. DAB acquisitions staff continue to identify appropriate titles in order to ride GPO print orders. Professional publications and journals are routinely reviewed to identify additional resources for distribution through the program, and we continue to work with OEIDS staff to identify new electronic publications.

Despite these steps, and because of the decline in publications coming through GPO, DAB staff must take steps to increase contacts with agencies not printing through GPO to

insure continued receipt of new material for distribution to the libraries. A project to develop a team approach to increase agency contacts is in the initial planning stage. DAB staff are also monitoring NTIS' FEDWORLD in an attempt to identify fugitive publications and agencies not in compliance with Title 44 U.S.C.

...DAB staff will assign item numbers in an attempt to achieve a near one-to-one correspondence between item numbers and SuDocs classes.

The addition of two professional librarians to the DAB staff has had a positive impact on publication formats and the number of times we had to go back to press for publications. Some publications deemed suitable in the past for microfiche conversion were judged to be unusable in this format. There were several instances when LPS Publication Management

Specialists (PMS) failed to ride for the proper quantity of publications needed for distribution through the program. A problem publication form has been developed and steps have been taken to ensure the PMS staff make referrals to their supervisor when they are unsure of the actions to be taken.

Acquisitions staff carefully reviewed all direct deal letters for the first time in several years to insure titles, copy counts, and formats were correct. Customer Service staff were notified of the changes made during this review. The next step in this process is to review the orders from the Regional Printing Procurement Offices.

In October 1993, in response to Council concerns over the perceived lack of flexibility in choosing item numbers, an internal study group was formed to investigate increasing item number selectivity by the libraries. This group, headed by Thomas Downing, investigated the assignment of item numbers and compared depository wishes against the limitations of the depository operation. With the completion of the final report, "Recommendations for Improving the Item Selection Process" in April, 1994, DAB staff have begun implementing the recommendations.

DAB staff are assigning new titles to existing item numbers only when there is a clear relationship in subject and format to the publications under the existing item number. Libraries are routinely notified via shipping lists when a new item number is developed. Libraries are also advised to deselect the number if they do not wish to continue receiving the publication.

In accordance with the recommendations of the item number project, DAB staff will assign item numbers in an attempt to achieve a near one-to-one correspondence between item numbers and SuDocs classes. But the limitations of the DDIS system and the need to have general categories to allow ordering of new publications will prevent LPS from ever reaching a strict one-to-one correspondence. We are also working with OIRM to develop a way to re-use inactive item numbers to insure there are sufficient item numbers to allow completion of this project. A time-line has been developed for this project, which is expected to be completed by December, 1996.

LPS staff have been working on revisions of SOD 13 (Format of Publications Distributed to Depository Libraries), SOD 17 (Depository Item Selections), and SOD 28 (Depository Library Program Claims Policy). These policies are being reviewed in conjunction with implementation of the recommendations for the item number project and the upcoming changes in the claims policy. SOD 13 is of particular interest to librarians in the depository community. DAB staff are paying additional attention to the conversion of publications to microfiche and electronic formats and the impact these formats have on the depository library operation.

All Publication Management Specialists were given a copy of the ACSIS Procedures Manual in February, 1994. Staff were directed to review the manual and prepare written responses for improving or correcting the manual.

A time-saving process has been developed and implemented to allow publications received through the mail to be organized and shelved in a more efficient manner. Before the publications are shelved, the ACSIS system is searched to allow for removal of duplicate titles and the ACSIS ID number is placed on the publications when the jacket and program information has been given for PICS records.

The processing backlog of 2,737 publications awaiting classification is in part due to the vacancy of two PMS positions. This backlog of material will generally be converted to microfiche. The move of some PMS staff to the first floor in the Depository Receiving area has had benefits, but has also proved to be costly. The shipment boxes are no longer brought upstairs for classification and then sent back downstairs for zoning. Although this reduces handling and saves time, it also prevents taking advantage of the subject specialization of the PMS. Thus two PMS are classifying all of the initial receipts and some avoidable errors are being made. There is further delay because the PMS who checks the shipment boxes must also search the online Publications Reference File (PRF) for sales information. We continue to search for a better arrangement for the receipt and processing of the shipment boxes.

The backlog of Depository Library Inquiry Forms has improved significantly. The backlog of over 1,000 pieces of mail is now down to approximately 200 pieces. In April, 1994, LPS began monitoring the Internet. E-mail addresses were assigned and GPO's Internet access was announced to the depository community. Because of the timeliness factor of this format, e-mail is monitored on a daily basis. Supervisors and other personnel have been trained to monitor the electronic mail and respond accordingly. We continue to see an increase in inquiries sent via e-mail.

In FY 1994, the Micrographics Control Section (MCS) had modest operational changes intended to increase contract capacity and MCS productivity in order to eliminate the microfiche backlog.

Of the 29,070 microfiche titles that were distributed, 28,398, or 97.6% were shipped by the contractors. LPS and the Term Contracts staff are still working with the contractors to ensure the requisite shipping list data is provided to LPS for inclusion in the ACSIS database.

The International Exchange Program (IES) has also seen changes. The Library of Congress (LC) now receives the equivalent of a regional shipment box. LC staff selects the

titles to be distributed in microfiche to IES libraries. These titles are returned to GPO for microfiche conversion and then sent to the Laurel warehouse for distribution to the IES libraries. This change has decreased the number of unwanted titles received by the IES libraries as well as saved the program a great deal of unnecessary expense. The IES program was also modified to include a number of titles distributed in paper format. The cost savings of the microfiche conversion project appears to have offset the cost of providing some additional paper copies. We continue to maintain close contact with the administrator of the IES Program at the Library of Congress.

In January, 1994, two microfiche contractors, Bell and Howell and Independent Professionals, Inc., defaulted on their full service contracts. As a result, many publications were returned to LPS. Conversion of this defaulted material was re-procured from other GPO microfiche contractors. All publications or claims which were associated with the defaulted contracts have been distributed to the depository libraries.

As of September 12, the Micrographics Control Section had a backlog of 5,615 titles. 3,393 were paper titles which had been allocated for microfiche contractors for conversion. The remaining 2,222 were second generation silver titles received from various agencies awaiting print order number assignment for one of the full service contractors. The bulk of these silvers were General Accounting Office (GAO) and National Aeronautics and Space Administration (NASA) documents, which are still being systematically classified and sent to the contractors.

NASA has requested exemption from providing the silver halide microfiche to LPS. They would prefer to provide high quality diazo for reproducing of the diazo copies sent to the depository libraries. We met with the NASA staff to discuss the issue. LPS agreed to try producing diazo copies from the diazo fiche. And we expressed interest in developing an inter-agency agreement similar to the agreement with the Department of Energy (DOE) to ensure continued NASA participation in the Federal Depository Library Program.

The National Archives and Records Administration (NARA) has recently notified GPO of changed requirements for microfiche storage prior to sending the material to the National Records Centers. These new NARA requirements mean the vault will have to be reactivated and the microfiche stored there inspected on a regular basis. Training for the micrographics inspection clerk will also be needed. We will be working with other areas of GPO to bring the microfiche storage area in compliance with GPO and NARA standards.

We are reviewing current procedures for processing of microfiche. DAB staff would like to be able to trace the path of the microfiche title from the acquisitions area to the contractor. ACSIS is still in Phase I and is not currently equipped for the microfiche print-order process. We are looking at modifying the receipt screen to allow micrographics staff to input the date and print-order information for each publication sent for conversion. This project is in the initial development stage.

The Shipment Control and Administration Group (SCA) has experienced a number of changes during the year dealing with shipping lists, claims, and changes in formats. A new method of identification was developed for the separates shipping lists. The number 9 is

placed at the beginning of the four-digit number, thus allowing LPS staff and the depository community to easily identify the type of shipping list by looking at the number.

In March 1993, the depository community was advised of the need to establish a core claims list to reduce the printing costs associated with automatically ordering 17 claims copies for every title distributed. The core list was expanded twice, but the policy continued to be extremely unpopular in the depository community. With the change in the funding situation, LPS announced in the September 15, 1994 issue of the Administrative Notes a change in the claims policy. All libraries may make claims for any materials not received beginning with shipping lists dated October 1, 1994.

There have been no new item surveys since the survey for the Digital Ortho-photoquads (Survey #93-003) which was due to LPS in December, 1993. Two surveys which were scanned using the traditional method did not scan correctly and the items had to be keyed in manually. Survey 93-002 for the Digital Chart of the World was done utilizing the teleform fax

DAB staff are in the process of developing a new item survey using the teleform fax system that will be distributed to the libraries before the end of the calendar year.

system and the information was successfully loaded into the DDIS system. DAB staff are in the process of developing a new item survey using the teleform fax system that will be distributed to the libraries before the end of the calendar year. Also included in this project will be the resumption of distribution of the item number cards with the survey. These cards will be in a "clip art" format on regular paper which will be distributed with the survey in the shipment boxes.

DAB staff continue to push for completion of the ACSIS system. ACSIS has been in operation since 1992, but is still in Phase I of the project. The system had an estimated completion date for Phase II and III in late FY 94. The completion of the ACSIS system will not meet this deadline. A memorandum was sent to OIRM in June 1994 identifying our updated priorities for the completion of the ACSIS system. This memo also included an additional requirement to allow external users to access the system.

The ACSIS record status changes planned for completion this year have not been completed. The GPO staff members working on the status code changes will meet again this fall to complete the work necessary for these changes. The data load of records for publications on the separates and electronic publications shipping lists is still pending. We are in the process of modifying the personal computer records to a format that is compatible for loading into the ACSIS on-line system.

Many of our future plans for the Depository Administration Branch rely on the timely completion of the ACSIS system. We need to have better control over the acquisition of periodical and serial titles. We need to have a more efficient and effective way of producing shipping lists, and we must have a better tracking mechanism for the microfiche publications. The completed ACSIS system will meet these needs.

We also must develop a method to allow searching of the on-line database by remote users. When the shipping list function is available, depository libraries will be able to download the shipping lists and not have to wait for the printed lists to be distributed in the boxes. As GPO continues to develop electronic systems and services, DAB must also move forward and expand its electronic capabilities.

Modifications of the Depository Distribution and Information System (DDIS) for FY 94 include allowing regionals to select certain item numbers, as needed for the Digital Orthophotoquad Maps on CD-ROM. This modification will also allow regionals the opportunity to deselect items received in more than one format. Council Recommendation #11, Spring 1994, advised LPS to move forward to provide regionals with the option of selecting only one format for multiple format publications. A survey is being developed to allow regionals to do this to save space and staff processing time.

When the shipping list function is available, depository libraries will be able to download the shipping lists and not have to wait for the printed lists to be distributed in the boxes.

In the past, when the item selection update was completed and the new tape was loaded, the old tape was scratched. GPO will now maintain the older tapes for a period of five years. This will provide a baseline number and several years' changes to allow staff to do analysis associated with the item selection update cycle. We hope in the future to be able to predict item number additions and deletions and to develop an item selection update process that is less labor intensive than the existing procedures.

Future plans for DAB include the completion of a number of projects already discussed above. Projects underway include:

- 1) Expansion of the item numbers to allow increased selectivity by libraries.
- 2) Revisions of SOD 13, 17, and 28 to bring policies in line with actual practice.
- 3) Elimination of the backlog of material awaiting classification.
- 4) Elimination of the backlog of material awaiting microfiche conversion.
- 5) Re-institution of new item surveys and item number cards.
- 6) Completion of the ACSIS system to include all necessary elements.
- 7) Distribution of a survey for the regional libraries providing libraries with options of deselecting materials received in multiple formats.
- 8) Reorganization of processing procedures for new documents to take advantage of subject specialties of the Publication Management Specialists.

- 9) Increased contact with Federal agencies to obtain publications not acquired through regular GPO channels to increase the number of publications distributed through the Program.
- 10) Continue working with EIDS to increase access to electronic materials, whether through distribution to the libraries, or by making the material available on the WAIS server, Federal Bulletin Board, or the storage facility.
- 11) Eliminate the backlog of Depository Library Inquiry Forms.

DAB has for the first time in several years the possibility of achieving the goals listed above. By working together with the other areas in LPS, and working with members of the depository community, we expect to see continued increased performance in all areas. With the rapid move into electronic information dissemination, LPS must insure public access to government information in a time when printed information is becoming more scarce. The Depository Administration Branch is the bridge between the agencies providing the information and members of the depository community.



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Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is published on the 15th day of each month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*
U.S. Government Printing Office
Library Programs Service, SLL
Washington, D.C. 20401

Editor: Marian W. MacGilvray

(202) 512-1130